

DELAWARE TRANSIT CORPORATION

POSTING NO 098-2017

POSITION VACANCY POSTING

DATE OF POSTING April 14, 2017

CLOSING DATE May 10, 2017

**METHOD OF APPLICATION: BID FORM**

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **May 10, 2017**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

=====

POSITION #: 973 JOB CODE #: 103

POSITION TITLE Automotive Parts/Inventory Control Specialist

PAY GRADE \_\_\_\_\_ PAY RATE 12.60 PAY RANGE \_\_\_\_\_  
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Dover DEPARTMENT Maintenance  
SECTION Inventory

=====

CLASSIFICATION: FULL TIME X PART-TIME \_\_\_\_\_

CONTRACT: 8FR \_\_\_\_\_ 8DR \_\_\_\_\_ 32 \_\_\_\_\_ N/C \_\_\_\_\_ IBEW X \_\_\_\_\_

SCHEDULED HOURS Varied SCHEDULED DAYS: Varied

=====

SUMMARY OF POSITION:

The Automotive Parts/Inventory Control Specialist is responsible for issuing and maintaining inventory of automotive parts for Delaware Transit Corporation's North District demand response and South District demand response and fixed route transit operations. Specific responsibilities include issuing replacement parts to Automotive and Service Technicians; receiving and inspecting parts and supplies, checking deliveries against purchase orders, placing items in inventory records and stock; ensuring security procedures for inventory control are strictly observed; maintaining records of fuel tank levels and preparing and submitting daily reports; and assisting in physical inventories. The incumbent may on occasion also be directed to make local purchases of items not in inventory and prepare purchase orders to maintain established inventory levels.

**SEE PREFERRED QUALIFICATIONS ON SECOND PAGE**

**PREFERRED QUALIFICATIONS**

**Conditions of Employment:**

- Must possess a valid Driver's License
- Must be able to lift up to 50 pounds, unassisted

**Preferred Qualifications:**

**Please address each Preferred Qualification separately.**

1. Experience with computerized automotive inventory systems.

**Applicants must detail all experience and training with the types of computerized inventory system used, the type of automotive parts, and the volume of inventory involved.**

2. Experience in maintaining inventory records.

**Applicants must detail all experience and training in the types of automotive parts and inventory records maintained and the volume of records maintained.**

3. Experience in performing basic mathematical computations.

**Applicants must detail all experience and training in performing mathematical computations pertaining to inventory control.**

JOB DESCRIPTION: AVAILABLE ON-LINE AT **[www.dartfirststate.com](http://www.dartfirststate.com)**

=====

EQUAL OPPORTUNITY EMPLOYER

**"Application must specifically address each Preferred Qualification "**

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**JOB APPLICATIONS ARE AVAILABLE ON-LINE AT: [www.dartfirststate.com](http://www.dartfirststate.com)**

# Delaware Transit Corporation

---

Revised: 04/17/2000

Revised: 05/31/2012

Job Code: 103

## Automotive Parts/Inventory Control Specialist

**Summary of Job:** The Automotive Parts/Inventory Clerk is responsible for issuing and maintaining inventory of automotive parts for Delaware Transit Corporation's North District demand response and South District demand response and fixed route transit operations. Specific responsibilities include issuing replacement parts to Automotive and Service Technicians; receiving and inspecting parts and supplies, checking deliveries against purchase orders, placing items in inventory records and stock; ensuring security procedures for inventory control are strictly observed; maintaining records of fuel tank levels and preparing and submitting daily reports; and assisting in physical inventories. The incumbent may on occasion also be directed to make local purchases of items not in inventory and prepare purchase orders to maintain established inventory levels. The position reports to the Inventory Supervisor.

**Skills: Experience-based.** Experience-based skills required in this position include strong organizational, oral, and written communication skills. The incumbent must have experience with computerized inventory systems, as well as experience maintaining inventory records. The ability to perform basic mathematical computations is also necessary.

**Skills: Knowledge-based.** The Automotive Parts/Inventory Clerk must have a working knowledge of methods of organizing, maintaining and securing inventory, as well as familiarity with the parts and supplies used in the maintenance of transit vehicles.

**Exercise of Discretion:** The Automotive Parts/Inventory Clerk operates within the scope of well defined guidelines, policies and procedures.

**Complexity:** Although the function is relatively straightforward with day-to-day operations governed by established guidelines and procedures, the incumbent is required to balance the need for attention to detail in the receiving and stocking inventory with the constant demand of issuing parts and supplies.

**Supervision Received:** The Automotive Parts/Inventory Clerk operates under the general direction and through guidelines and procedures developed by the Inventory Supervisor.

**Supervision Exercised:** This position has no regular supervisory responsibility.

**Scope and Impact:** The Automotive Parts/Inventory Clerk's duties have direct influence on the access to parts and materials in the defined maintenance areas. This access is directly supportive of the primary transportation mission and inventory issuance is considered critical.

## **Job Description: Automotive Parts/Inventory Clerk**

### **Page 2 of 2**

**Work Contacts:** This position interacts primarily with personnel in the inventory/warehouse discipline, as well as personnel in the assigned maintenance areas. Some interaction may be required with vendors for parts identification and emergency pick-up. Contacts will be largely informational with little problem solving.

**Working Conditions:** The Automotive Parts/Inventory Clerk position generally involves work in the warehousing/inventory facility in the assigned maintenance area. The position is, however, statewide in scope, and as conditions necessitate, the incumbent may be temporarily assigned to work out of the assigned location or district. The position operates on multiple shifts that span the service day. The workdays and hours are generally regular, within the shift, although subject to periodic exception. This position requires a valid driver's license and the ability to lift 50 pounds.

	<b>Essential Personnel Policy HR-075.01</b>		<b>FLSA</b>
◦	Level I		Exempt
	Level II	◦	Non-Exempt